Collection Overview:
Title: Papers of the Chancellor’s Office
Creator: Liberty University
Dates: 1990 - Current
Repository: Liberty University Archive
Extent: 0.19 linear feet
Abstract: This Record Group contains papers created by the Office of the Chancellor of Liberty University. It contains letters, newsletters and memos created from 1990 – Current.

Historical Note:
The office of Chancellor of Liberty University was created in 1975. When the last president resigned in 2004 the duties of the presidential position were split with the position of Chancellor taking on the leadership role and the position of Executive Vice-President/Chief Operating Officer taking over the handling of the day-to-day responsibilities of running the university.

The Chancellors of Liberty University were:

1975 – 2007: Dr. Jerry Falwell Sr.
2007 – Current: Jerry Falwell Jr.

Scope and Content Notes:
This Record Group is approximately 0.19 linear feet. It contains letters, newsletters and memos created by the Chancellor’s Office of Liberty University. The dates range from 1990 – Current.

Administrative Notes:
Access Restrictions: highlighted materials are in the Restricted section of the archives. Access to these materials is strictly monitored and may only be obtained with signed permission from the creating entity.
Use Restrictions: Copyright for Official University records is held by Liberty University; all other copyright is retained by the authors of the materials or their descendents as stipulated by United States copyright law.
Preferred Citation: [folder name, number]; [series name, number]; [sub-group name, number]; Papers of the Chancellor’s Office, Record Group 5; Liberty University; Liberty University Archive, Lynchburg VA.
Arrangement: The materials are arranged by subject.
Processing Information: Collection was processed by Abigail Sattler.
Last Updated: This Finding Aid was last updated on March 20, 2014.
Related Materials:
Falwell Family Papers Record Group 2
Falwell Family Papers Record Group 5
Brief Description of the Collection:
LU 5:1 Box 1: Papers of the Chancellor’s Office
LU 5:1 Box 2: Restricted Papers of the Chancellor’s Office

Detailed Description of the Collection:
Sub-Group 1: General Materials

LU 5:1 Box 1:
Series 1: Publications
  Unit 1: Chancellor’s Update Newsletter
    Folder A: 1998
    Folder B: 1999
    Folder C: 2000

Series 2: Mass Publications
  Unit 1: General Mass Communications
    Folder A: 1985 – 1989
    Folder B: 1990 – 1999
    Folder C: 2000 – 2009
    Folder D: 2010 – 2019

LU 5:1 Box 2:
  Unit 2: Memos Etc. to the General Faculty
    Folder A: 1970’s
    Folder B: 1990 – 1994

LU 5:1 Box 1:
  Unit 3: News Releases
  Series 3: Miscellaneous Materials
    Unit 1: Drafts of Promotional Materials
    Unit 2: Personal Recommendations